

ES&H ENVIRONMENTAL PROTECTION GROUP & HAZARD CONTROL TECHNOLOGY TEAM (HCTT) FILE PLAN /RECORDS SYSTEM

ID #	System name	Sytem Acronym	Brief Description	Agency	Subagency	Schedule Status, Pending, Approved/ Unscheduled	Schedule Number	Electronic/ Location	Paper/File Plan/ Location
1	Individual Health Files – Current Employees		Forms, correspondence, and other records, including summary records, documenting an individual employee's medical history, physical condition,	DOE	FNAL	Approved	ADM-1, 19 Destroy 75 years after date of last entry.		
2	Individual Health Files – Visitors and Subcontractors		Logs or registers reflecting daily number of visits to dispensaries, first aid	DOE	FNAL	Approved	ADM-1, 20.1 a Dispose of in accordance with item 1.1 of this schedule. (N1-434-89-1.4a) Destroy 75 years after last entry. (N1-434-		
3	Individual Health Files-Terminated Employees		Long-term medical records as defined in 5 CFR Part 293, Subpart E. (GRS 1, item 21a)	DOE	FNAL	Approved	ADM-1, 20 a (2) Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after		
4	Equipment Calibrations		Routine radiation and contamination surveys and air sample logs, including resulting laboratory analyses and equipment calibration,	DOE	FNAL	Approved	ADM-1 21.3 d Cut off at the close of the fiscal year. Destroy 75 years after cutoff. (NCI-430-76-9, item 4d)		
5	Personal Injury Files (WC reports)		Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job	DOE	FNAL	Approved	ADM-1 31 Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 75		

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6	Occupational Injury/Illness Reports		Reports and logs (including Occupational Safety and Health Administration (OSHA) Forms 100, 101, 102, and 200, or equivalents)	DOE	FNAL	Approved	ADM-1, 34 Destroy when 75 years old.		
7	Health Unit Control Files (logs/visits)		If information is not summarized.	DOE	FNAL	Approved	ADM-1, 20 b Destroy 75 years after last entry. (N1-434-98-4, item 20b)		
8	Routine Procurement Files – greater than 25K		Contract, requisition, purchase order, lease, and bond and surety records, including correspondence	DOE	FNAL	Approved	ADM-3, 1 a Destroy 6 years and 3 months after final payment.		
9	Non-Personal Requisition Files		nonpersonal services, such as duplicating, laundry, binding, and other services	DOE	FNAL	Approved	ADM-3, 7 Destroy when 1 year old.		
10	Budget Reports		Periodic reports on the status of appropriation accounts and apportionment	DOE	FNAL	Approved	ADM-5, 3 a Annual report (end of fiscal year).		
11	General Travel and Transportation Files	GTTF	Routine administrative records including correspondence, forms, and related records pertaining to commercial and noncommercial agency travel	DOE	FNAL	Approved	ADM-9, 4 a Destroy when 2 years old.		
12	Administration Files		Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the	DOE	FNAL	Approved	ADM-23 a Cut off at the end of the fiscal year. Destroy when 2 years old, or when no longer needed. (GRS 23, item 1)		

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13	Performance Appraisals		Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected and all related documents.	DOE	FNAL	Approved	ADM-1 23 a (1) Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of		
14	Drug Testing Program		Drug test plans and procedures, EXCLUDING documents that are filed in record sets of formal issuances (directives, procedures	DOE	FNAL	Approved	ADM-1 36 (a) Destroy when 3 years old or when superseded or obsolete. [See note (2) after item 36e(2).] (GRS 1, item 36a)		
	Supplies		Inventory lists.	DOE	FNAL	Approved	adm-3 a Destroy 2 years from date of list. (GRS 3, Item 9a)		WH Gounrd Floor West
15	Training Records		Records consist of employment histories and jobs held by the employee from initial date of employment to date of separation	DOE	FNAL	Approved	ADM-1.1 Cut off the file at the time of separation. Transfer folders to the local Federal records center. Destroy 75 years after cutoff	Train	
17	Telephone Books, Reference Material		Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions and electronic mail) during a specified period provided	DOE	FNAL	Approved	ADM-12, 4 Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been		
18	Forms Files		Operating personnel office records relating to individual employees not maintained in formal personnel file and not provided for elsewhere in	DOE	FNAL	Approved	ADM-1 17 c Destroy when 6 months old.		

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19	Appointment Calendars		Temporary or excepted appointment. File with application (items 33k, 33l, 33m, or 33n, as appropriate).	DOE	FNAL	Approved	adm-1,4 b (2) Destroy immediately.	Meeting Maker	
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